Requests for Building Renovations

Requests for all building renovations including the purchasing of furniture and equipment that will require modifications to utilities (phone, data, power, plumbing or mechanical systems) or structures should be made on the “Departmental Project Worksheet” enclosed. This worksheet was developed to help you consider most of the typical needs of a project and should be filled out by you as much as possible and forwarded to Physical Plant.

Upon receipt of the completed form Physical Plant will review the scope of work and assign a Project Manager to work with you in preparation of a Budget Estimate for you to fund through your department’s operating budget or for you to submit for the annual Capital Budget request process.

The Departmental Project Worksheet can be submitted to Physical Plant throughout the year allowing ample time for planning and pricing larger projects. This will avoid last-minute request which are difficult to fulfill on short notice.

Your help is much appreciated; thank you for your support.